

**Substance Abuse Advisory Commission  
Meeting Minutes  
May 9, 2012  
222 W. Hargett Street, Room 305  
12:00 – 1:00 pm**

<b>Members Present</b>	<b>Members Absent</b>	<b>City Staff Present</b>
Karen Kranbuehl, Chair	Margaret Rose Murray (excused)	Cathey Ector
Elaine Brown		
Ronda Sanders		
Susan Brown		
Charles Haywood		
Jahan Paleja		
<b>By Phone:</b> Nicole Hill		

**Meeting Called to Order:**

Chair Karen Kranbuehl called the meeting to order.

**Meeting Minutes:**

The meeting minutes for April were approved.

**Budget Update from Jahan:**

Jahan reported that the following:

<b>Date</b>	<b>Expense Description</b>	<b>Expense Amount</b>
8/4/11	Poe Health Center	\$400.00
9/13/11	Poe Health Center	\$400.00
9/15/11	Print Services-Sept.	\$774.90
12/13/11	Poe Health Center	\$200.00
4/10/12	Print Services-March	\$767.28
5/7/12	Print Services-April	\$578.31
	<b>Total:</b>	<b>\$3120.49</b>

<b>FY12 Budget:</b>	<b>\$7000.00</b>
<b>Total Expenditures:</b>	<b>\$3120.49</b>
<b>Total Available Budget:</b>	<b>\$3879.51</b>

Karen stated after the outstanding expenses (i.e. media ads for the Pill Drop Off event, invoice for Drugs Uncover and miscellaneous expenses) are posted, 11-12 fiscal year (FY) budget balance will be \$50 dollars. Ronda suggested including an office supply allocation for 12-13 FY. Karen asks for recommendation is tabled until June monthly meeting.

#### **Work Plan- vote on proposal:**

Karen presented at the City Council meeting on May 1<sup>st</sup> requesting approval for the FY 12-13 SAAC Work Plan. The Council approved the plan as written.

#### **By-Laws:**

Karen presented at the City Council meeting on May 1<sup>st</sup> requesting approval for the revised SAAC By -Laws. The Council approved the plan as written. Karen will send electronic copies to each SAAC member and requested that each member review and become familiar with the revised By-Laws.

#### **Drugs Uncovered Update:**

The FY11-12 final Drugs Uncovered event was held on Wednesday, April 25<sup>th</sup> at Leesville High School. Ronda attended and reported that approximate 25-30 adults attended and seemed to enjoy the presentation from the Poe Center. Pictures of the event were taken that will be forward to Cathey to share with the SAAC members. Ronda recommended for the next event to have newsletters and promotional materials available for the participants. Nicole will follow up with the Poe Center to get the data collected from the participants and will report it at next month's meeting. Nicole will lead and work with the Poe Center to plan for FY12-13 fiscal year events.

#### **Vive Raleigh:**

The City of Raleigh annual festival to celebrate the Hispanic community and culture was held on Saturday, May 5th at the Spring Forest Road Park. However due to the weather it was canceled and the event ended early than planned. Cathey reported that the City may reschedule the event sometime later this year; however no decision has been made at this time. Nicole reported that they were able to participate in the event for an hour and she had two bilingual Heritage High school students there to assist with translation. Nicole took pictures and will forward them to Cathey to share with members. Jahan and Ronda updated the SAAC display board.

#### **Pill Drop Off event:**

Karen reported that the pharmacy volunteers will be at each location on Saturday, May 19<sup>th</sup>. Kroger will not provide pharmacy volunteers, though they had said they would and Karen has assigned a pharmacy volunteer to each location. Charles reported that he work with Jane to get a PSA for the following media outlets: WTVD, WRAL, My RDC, CW 22, NBC17 and 7 radio outlets and WTVD's the Heart of Carolina Perspectives . Charles reported that Angela Hampton stated in a voice message that WTVD would try to get the PSA on their on-air community event calendar but due to going through their ratings period in the months of April and May they do not do free PSA ads. Charles reported that Angela Hampton stated that the Heart of Carolina is booked through June and will not able to provide any air time prior to the event. Charles did request for future dates to allow SAAC to promote our efforts to the public. Charles reported that CW 22 and My RDC would add our event on their News Briefs segment. Karen reported she purchased ad promoting the event to the following: Carolinian, Que Pasa and in the front section of the N & O. The N & O has also promoted the "Pill Drop Off" event for free in their

community section for the last several weeks. Karen reviewed the locations where each SAAC member will be on May 19<sup>th</sup> as follows:

Susan-Creedmor

Charles-Capital Blvd.

Karen- Wycliff

Elaine and Jahan-Kroger

**City Liaison Report to the Commission:**

Cathey reported that 64 citizens requested SAAC updates under the “My Raleigh Subscriptions” which is a new City of Raleigh media tool to keep citizens inform. Cathey requested that all SAAC members join the site as well and she will report each month on the number of citizens who request to get updates on SAAC efforts in the community. She also informed SAAC members she is one of the administrators for the site and will be able to maintain updatde information for the SAAC. Cathey stated that the interim Community Services Director (Mr. Patterson) gave SAAC kudos for the great presentation to the Council. Members reported their volunteer time to Cathey.

**Commission photo retake:**

SAAC members presented took an updated photo for their City of Raleigh webpage.

**Next Meeting Date:**

June 13, 2012, at noon in Room 305

Respectfully submitted,

Ronda Sanders